

**Colorado Department of Personnel & Administration
Division of Human Resources
Personal Services Contracts Program**

Personal Services Frequently Asked Questions

Certification Forms

1. *Who is responsible for signing the certification form?*
 - The designated representative or alternate from the agency human resources office.
2. *What happens if the certification form is not fully completed or is not signed by HR?*
 - The purchase order, contract, or solicitation will not be processed. The agency HR office is notified by either phone or email what information is missing.
3. *What is the difference between the Certification for Personal Services Agreements form (long form) and the Certification for Modification of Personal Services Agreements form (short form)?*
 - The long form is used for all new personal services requests and must accompany all documentation submitted for review.
 - The short form is used in two ways:
 1. If there is no change in the contract from the original approval, e.g., scope of work has not changed, dollar amounts have not changed, funds or services are decreased, department self-certifies utilizing the short form and review by DHR is bypassed.
 2. If there is a change in the contract from original approval, e.g., scope of work or dollar amounts change (increase) the short form can be completed in place of the long form to save time and submit to DHR for review. The short form cannot be used for new personal services request.

Additional Information

1. *If Department of Personnel & Administration (DPA) requests additional information, how should it be supplied?*
 - Send the additional documentation either by email or fax, and be sure to advise DPA that the information is supplementing a previous request.

Scope of Work

1. *When is a Scope of Work required?*
 - On all requests. The scope of work is the most important document in a request. The scope delineates what services are being acquired from the contractor.

Cost Comparison

1. *When is a cost analysis required?*
 - For services that have historically been performed by classified staff where there is an impact on the state personnel system.
 - For pre-approval request, the DHR may grant an initial approval to move forward with the solicitation; however, the final contract approval is contingent upon the outcome of the cost comparison.
2. *How are benefits determined in a cost analysis?*
 - Benefits are determined based on the state's contribution per employee. Currently, the overall contribution for benefits is 34% of the total labor cost.
3. *How are state employee salaries determined in a cost analysis?*
 - Salary is based on the current rates paid for effected FTE. If positions are vacant, the current hiring base rate is used. These rates are located in the state's compensation plan: use the minimum unless your department recently hired at a higher rate of pay.
4. *How should positions exempt from the state personnel system be included in the cost comparison?*
 - FTE salaries that are exempt from the state personnel system should be included in the direct cost, only if these positions are being allocated to other program areas or the positions are being abolished.

Waivers - Please forward waiver documents via email so DPA has an electronic copy.

Temporary Employees

1. *Is there a time limit on how long a contract temporary can work at an agency to fill in for a vacant position?*
 - All vacant positions should be filled within six months. However, there are extenuating circumstances that could hamper hiring within this period. Each instance is handled on a case-by-case basis.
2. *What is a purchased service?*
 - Purchased services, as defined by rule, are those services that have a direct benefit to groups or individuals in the public at large. The purchase services definition, does not extend to those individuals in the state's custody, e.g., inmates of the Department of Corrections.

Every attempt is made to keep these FAQ's updated. Subsequent revisions to rule or law could cause conflicts in this information. In such a situation, the laws and rules are the official source upon which to base a ruling or interpretation. This document is a guide, not a contract or legal advice.